

RIDEAU VALLEY CONSERVATION AUTHORITY
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MINUTES

Board of Directors **January 26, 2006** **#1/06**

Present:	Alan Arbuckle Ken Graham Allan McCallum John H. Miller	Dwight Bennett Magda Kubasiewicz Michael McEwen Cathy Willoughby
Staff:	Cliff Craig Bruce Reid	Dell Hallett
Guests:	Bob Boyle (Ottawa Reserve Member)	
Regrets:	David Biggs Janet Stavinga	Maria McRae Wendy Stewart

John Miller welcomed members to the meeting.

1. Declaration of Interest

None declared.

2. Approval of Minutes, December 15, 2005

Motion 1	Moved by:	Alan Arbuckle
	Seconded by:	Ken Graham

That the minutes of Board of Directors Meeting, #11/05, December 15, 2005, be approved.

Motion Carried

3. Business Arising from Minutes

No business arising.

4. Election of Chair and Vice-Chair for 2006

Dell Hallett conducted the election for Authority Chair and Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2006.

Motion 2 **Moved by:** Cathy Willoughby

That John Miller be nominated as Chair of the Rideau Valley Conservation Authority.

Motion 3 **Moved by:** Allan McCallum
Seconded by: Ken Graham

That nominations for Chair be closed.

John Miller was declared Authority Chair for 2006.

Motion Carried

Motion 4 **Moved by:** Dwight Bennett

That Janet Stavinga be nominated as Vice-Chair of the Rideau Valley Conservation Authority.

The Chair read a letter from Janet Stavinga indicating her interest in being elected Vice-Chair.

Motion 5 **Moved by:** Cathy Willoughby

That Ken Graham be nominated as Vice-Chair of the Rideau Valley Conservation Authority.

Ken Graham declined the nomination.

Motion 6 **Moved by:** Alan Arbuckle
Seconded by: Ken Graham

That nominations for Vice-Chair be closed.

Janet Stavinga was declared Vice-Chair for 2006.

Motion Carried

5. Meetings

a) RVCA Upper Advisory Board Meeting – January 16, 2006

Allan McCallum presented the minutes of the meeting.

Motion 7 **Moved by:** Michael McEwen
Seconded by: Dwight Bennett

That the RVCA Upper Advisory Board Minutes, 01/06, January 16, 2006 be received.

Motion Carried

b) RVCA Middle Advisory Board Meeting – January 18, 2006

Cathy Willoughby presented the minutes of the meeting. She made particular reference to the motion recommending that a forceful statement regarding long term funding for source water protection, be sent in as a comment to the EBR.

Motion 8 **Moved by:** Allan McCallum
Seconded by: Ken Graham

Motion Carried

That the RVCA Middle Advisory Board Minutes, 01/06, January 18, 2006 be received.

6. Accounts Paid, December 1 – 31, 2005

Dwight Bennett had several questions regarding the accounts paid.

Motion 9 **Moved by:** Cathy Willoughby
Seconded by: Dwight Bennett

That the Accounts Paid, December 1 – 31, 2005, be approved.

Motion Carried

7. Expenditure and Revenue Summary, December 31, 2005

Dell Hallett was unable to provide a complete summary as all the analysis has not been completed. It would appear at this stage that a small surplus might be achieved.

Motion 10 **Moved by:** Cathy Willoughby
Seconded by: Allan McCallum

That the General Manager's verbal report be received and that a full final quarter report be available for the Board meeting on February 16, 2006.

Motion Carried

8. Three Year Strategy & Work Plan 2006-2008

Dell Hallett presented the draft Three Year Strategy and Work Plan. Two budget items require further work to provide accurate forecasts. The work load increase is unknown for Section 28 – Generic Regulation. In addition, the cost of major repairs to aging Water Control Infrastructure, such as the Haggart Island Dams has not been included. Both of these may have levy implications in the future. Levy increases

to support the RVCA program are intended to reflect the cost of living and assessment growth over time.

Members were asked to provide comments on the draft. It will be finalized next week. Several members offered comments. A distinction should be made between regular operating and capital office budgets on the Chart on page 13.

Motion 11 **Moved by:** Alan Arbuckle
 Seconded by: Magda Kubasiewicz

That the Three Year Strategy and Work Plan Booklet be received.

Motion Carried

9. Appointment of Auditors

Dell Hallett reported that five years ago, the RVCA tested the market for auditing services for the next five years ending December 31, 2005. The proposal submitted by Allan and Partners was deemed to be the best evaluated proposal. They have provided excellent service at a good price and it was recommended that they be retained for an additional 5 year term. This is a departure from normal policy.

Motion 12 **Moved by:** Dwight Bennett
 Seconded by: Alan Arbuckle

That the firm of Allan and Partners be approached to provide RVCA with a proposal to renew services for an additional five year term.

Motion Carried

10. Appointment of Legal Advisors

Dell Hallett reported that the firm of Bell Baker has been the RVCA's legal advisors for a number of years. The authority also uses the services of other firms from time to time.

Motion 13 **Moved by:** Alan Arbuckle
 Seconded by: Cathy Willoughby

That the Board of Directors recommended that the firm of Bell Baker, Barristers and Solicitors be retained as legal advisors for 2006 and furthermore that other legal counsel be retained as required.

Motion Carried

11. Borrowing By-Law

Dell Hallett report that as grants, levies and other revenues are outstanding, it may be necessary for the RVCA to borrow money from time to time to undertake its program.

Motion 14 **Moved by:** Michael McEwen
 Seconded by: Allan McCallum

That the Board of Directors recommend in 2006, the signing officers of the RVCA be authorized to borrow up to a maximum of \$500,000, which may be required for the purpose of the RVCA to implement its program, until payment to the RVCA of any grants, levies or other revenues.

Motion Carried

12. Appointments to Executive Committee

John Miller reported that the Executive Committee hears applications for permits associated with the RVCA Fill, Construction and Alteration to Waterways Regulation. Since the RVCA adopted a written policy, there have been approximately five hearings per year. The Executive Committee has five members. The Chair and Vice-Chair are automatically appointed.

Motion 15 **Moved by:** Cathy Willoughby
 Seconded by: Michael McEwen

That John Miller, Janet Stavinga, Cathy Willoughby, Allan McCallum and Alan Arbuckle be named to the RVCA Executive Committee and that Wendy Stewart and Ken Graham be named as alternates for 2006.

Motion Carried

13. Appointment to Conservation Ontario

John Miller reported that there have been different combinations of Members and the General Manager filling these positions in the past.

Motion 16 **Moved by:** Dwight Bennett
 Seconded by: Allan McCallum

That the Board of Directors recommend that John Miller be appointed as the Conservation Ontario representative and that Dell Hallett be appointed as alternate, for 2006.

Motion Carried

14. Staff Report – Member’s Per Diem & Honorarium

Motion 17 **Moved by:** Cathy Willoughby
 Seconded by: Ken Graham

That the members’ per diem for meetings be increased to \$53.00 and further that the Chair’s honorarium be increased to \$2,000 annually, subject to OMB approval.

Motion Carried

15. Staff Report – Mileage Rates

Motion 18 **Moved by:** Allan McCallum
 Seconded by: Ken Graham

That the mileage paid to members be increased to 37 cents per km, subject to OMB approval.

Motion Carried

16. Staff Report – Consultant Selection for Dickinson Square Best Use Study

Cliff Craig presented the staff report recommending the hiring of the team of Commonwealth Historic Resource Management Limited and TCI Management Consultants.

There was considerable discussion regarding the steering committee, terms of reference for the study, property values and balancing interests between heritage preservation and financial gain from the equity.

Comments raised included the following:

- members would like to see a copy of the terms of reference
- a balanced approach is required
- an appraisal is necessary to establish market value for the properties
- information from the study will be important information identifying options for the Board and doesn’t limit us
- RVCA made a commitment to the City of Ottawa to undertake this study
- The interviews identified in the proposal should extend beyond people in Manotick
- Minister’s approval may be required for disposal of any of the properties

Motion 19 **Moved by:** Ken Graham
 Seconded by: Magda Kubasiewicz

That the RVCA approve the recommendation from the Best Use Study Steering Committee to award the contract to

Commonwealth Historic Resource Management Limited and TCI Management Consultants at an upset limit of \$14,552 including GST.

Motion Carried

17. Member Inquiries

Ken Graham mentioned that Smiths Falls Council received a complaint about being him being an employee of MOE and somehow in a conflict of interest situation with the RVCA and REAL. He reiterated that he is appointed as a Smiths Falls Council representative only.

Cathy Willoughby informed the members of an OFA news release regarding the Generic Regulation and a suggestion that some CAs were exceeding the limits as set out in the regulation.

Dwight Bennett asked for an update on the new Administrative Office project. Cliff mentioned the following points:

- Architect is proceeding with final design and further refinements to cost estimate
- Management Committee is working on the second draft of floor space layout
- Soils work has been done resulting in no basement and probably the construction of an annex building for certain functions
- In terms of site servicing natural gas is available, water main goes right by property but policy change may be required at city to hook up
- 2 to 3 months away from drawings and specification suitable for tender
- Site plan approval is proceeding, there is a long list of requirements, probably looking at 3 months for approval
- Building permit application will be made once drawings are done
- Public consultation will be required during site plan approval process
- Progress is being made on the Levie and Municipal Capital Facilities Agreements Facilities agreement with the City
- Park Management agreement will be worked on later
- Second report to council is required

Cliff also brought the members up to date regarding the architects contract, now that the cost estimate had risen beyond the original estimate that was used for consultant selection.

Motion 20

Moved by:

Ken Graham

Seconded by:

Alan Arbuckle

That the RVCA authorize an increase in the upset limit for the architect's fees to \$511,695, based on the updated cost estimate for construction.

Motion Carried

18. New Business

Cathy Willoughby asked that all significant items be brought forward with a written staff report.

Cathy Willoughby asked for an update on the Rural Clean Water Program. Cliff Craig mention that John Miller, Dwight Bennett and Cathy Willoughby met with RVCA staff to discuss the future of the program. The RVCA program and various grant rates and top ups would change in light of the substantial funding received by OSCIA to deliver the EFP program. The size of the Steering Committee and the Review Committee will also be discussed.

Motion 21 **Moved by:** Dwight Bennett
Seconded by: Cathy Willoughby

That the report regarding the Clean Water Program be received.

Motion Carried

19. Upcoming Meetings

- a) RVCA Board of Directors Meeting, Thursday, February 16, 2006
- b) RVCA Joint Advisory Board Meeting, Thursday, February 23, 2006

20. In Camera

Motion 22 **Moved by:** Cathy Willoughby
Seconded by: Ken Graham

That the RVCA Board of Directors move *in-camera*.

Motion Carried

Motion 23 **Moved by:** Alan Arbuckle
Seconded by: Ken Graham

That the RVCA Board of Directors move *out-of-camera*.

Motion Carried

20. Adjournment

The meeting was adjourned on a motion by Dwight Bennett at 10:30 pm.

**Chair,
John H. Miller**

**Recording Secretary,
Dell R. Hallett**

C:Board of Directors Minutes Jan 26 05 Approved as Amended